

## MILPERSMAN 1160-040

### EXTENSION OF ENLISTMENTS

<b>Responsible Office</b>	NAVPERSCOM (PERS-811/812)	Phone:	DSN COM FAX	882-2499 (901) 874-2499 882-2623
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<b>References</b>	(a) DJMS Procedures Training Guide (DJMS PTG) (b) 10 U.S.C. 509 (c) OPNAVINST 1160.8A (d) NAVMED P-117, Manual of the Medical Department (e) SECNAVINST 6120.3
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#### 1. Definitions

a. **"Agreement to Extend Enlistment"** refers to the official form of agreement, NAVPERS 1070/621 (Rev 1-00), Agreement to Extend Enlistment (MILPERSMAN 1070-250). Agreements on other than the official form are of an informal, unofficial nature, and could be repudiated or withdrawn by the member. Clerical instructions for preparation of the agreement are contained in reference (a).

b. **"Agreement to Extend Active Duty"** refers to the official form of agreement, NAVPERS 1070/622 (Rev 8-07), Agreement to Recall or Extend Active Duty (MILPERSMAN 1070-260). For the United States Naval Reserve members, NAVPERS 1070/622 is used to extend the Reserve Active Duty Obligation (RADO) and NAVPERS 1070/621 to extend the Enlisted Reserve Enlistment (EREN), if required. Clerical instructions for preparation of this document are contained in reference (a).

c. **"Execution of the Agreement to Extend Enlistment"** or **"execution of extension date"** refers to the signature of an agreement by the member concerned.

d. **"Extension becomes operative"** or **"operative date"** refers to the date the extension begins to run, that is, the date after expiration of enlistment, or as extended, or as adjusted for the

purpose of making up time not served. Valid extension agreements may not be canceled after the operative date.

e. **"Retention eligible member"** is defined as a member that meets minimum eligibility criteria outlined per MILPERSMAN 1160-030. These criteria are the minimum and do not supplant eligibility criteria provided for in other guidance (e.g., must have Perform to Serve (PTS) approval as required per MPM 1440-060 or most current PTS guidance). Use this definition throughout this article.

## **2. Navy Personnel Command (NAVPERSCOM) Office Codes Referenced in this Article**

a. **Enlisted Active Programs (PERS-811)** manages extensions for active duty USN and Full Time Support Sailors. PERS-812 manages Selected Reserve Component. The latest information and points of contact are available at [http://www.npc.navy.mil/CareerInfo/EnlistedCareerProgression/Re-enlistments\\_Extensions/default.htm](http://www.npc.navy.mil/CareerInfo/EnlistedCareerProgression/Re-enlistments_Extensions/default.htm); Email - PERS-81@navy.mil.

b. **Enlisted Performance and Separations Branch (PERS-832)** manages performance and separation matters. <http://www.npc.navy.mil/CareerInfo/PersonnelConductandSeparations/EnlistedSeparations/>

c. **Enlisted Retirement Branch (PERS-823)** manages Fleet Reserve, retirement and High Year Tenure (HYT) matters for Active duty USN, and PERS-91 manages SELRES. Additional information is available at <http://www.npc.navy.mil/CareerInfo/Retirement/EnlistedRetirements/>

3. **Extension Increments**. Reference (b) allows the term of enlistment to be extended up to 48 months. However, effective Oct 2009, it is Navy policy that all extension agreements are conditional for a specified reason. Extensions shall be executed in monthly increments of 1 to 23 months.

a. The enlistment contract cannot be extended for more than 24 aggregate months.

b. Extensions greater than 23 months are not authorized.

c. A maximum of two extension agreements per enlistment contract are authorized. Extension agreements authorized during initial recruit enlistment contracts for 6 Year Obligation (YO)

enlistment programs (e.g., Nuclear Power, or Advanced Training programs) do not count against the two extensions authorized per enlistment contract.

d. NAVPERSCOM, Enlisted Career Progression Division (PERS-81) authorization is required for exceptions to policy.

e. Refer to MILPERSMAN 1160-030 for early reenlistment authority when a member cannot meet service obligation by extension due to two or more extensions or 24 total aggregate extension months on a current enlistment.

f. Refer to MILPERSMAN 1160-030 for conditional reenlistment authority when a member cannot meet service obligation of a period less than two years by extension due to two or more extensions or 24 total aggregate extension months on current enlistment.

4. **Circumstances Which Make a Sailor Ineligible to Execute an Extension.** The following are conditions for ineligibility. PERS-81 authorization is required for exceptions to this policy.

a. **Sailors in an overmanned rating (by zone).** A list of overmanned ratings by zone is updated quarterly and posted at [http://www.npc.navy.mil/CareerInfo/EnlistedCareerProgression/Reenlistments Extensions/default.htm](http://www.npc.navy.mil/CareerInfo/EnlistedCareerProgression/ReenlistmentsExtensions/default.htm).

b. **Sailors who are not retention eligible or fail to meet the minimum requirements of their rating.**

c. **Sailors whose enlistment has already expired.** For conditional reenlistments, see MILPERSMAN 1160-030.

d. **Sailors transferred to a separation activity.**

e. **Sailors in the Individual Ready Reserve (IRR), not in the Active Status pool.** Members in the Active Status pool must meet all requirements of a member of the Selected Reserve.

f. **Sailors currently on Limited Duty (LIMDU) or found not physically qualified for duty at the expiration of enlistment.** If member is retention eligible as defined in this article and MPM 1306-1200, members can voluntarily agree to remain on active duty beyond the expiration of enlistment. Documentation will be made on NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks per MILPERSMAN 1306-1200 and 1160-050. The Personnel Office will do

a Retain in Service Navy Standard Integrated Personnel System (NSIPS) event. Retention eligibility must be maintained to qualify for LIMDU beyond expiration of enlistment. Upon completion of LIMDU and return to full duty (ACC 100), if the member is on an expired EAOS the member must either reenlist or separate. Further extension of the current enlistment is not an option, since the enlistment (or extended enlistment) had expired. If conditional reenlistment is warranted (i.e., HYT), refer to MILPERSMAN 1160-030 or refer the case to (PERS-81).

5. **Extension Reasons.** Extensions may be executed with Commanding Officer (CO) or Officer-In-Charge approval (as long as they meet criteria of paragraphs 3 and 4) for the following reasons:

a. **Match Projected Rotation Date (PRD).** Adjust the EAOS date of a member serving on any tour of duty to coincide with the established PRD. Extension for deployment IS NOT an authorized reason. A PRD adjustment to complete deployment may be made, and the extension reason will be "To extend to PRD." For Sailors whose PRD is beyond completion of deployment, PRD adjustments should only be requested when the Sailor intends to separate after deployment.

b. **To obtain maternity care benefits.** For retention eligible Sailors who intend to separate after receiving maternity care. Sailors must meet conditions of paragraphs 3 and 4 of this article. Personnel that fall under the Perform to Serve (PTS) program must have PTS approval. PRD adjustment needs to be requested.

(1) **For a Sailor's wife.** Provided the member's services can be used effectively during the period of extension. A member whose normal EAOS falls within the wife's pregnancy may execute an extension not to exceed 2 months beyond spouse's estimated delivery date.

(2) **For a pregnant Sailor.** Provided the member's performance has been satisfactory, may execute an extension not to exceed 2 months beyond estimated delivery date.

c. **To obtain OBLISERV required to execute Permanent Change of Station (PCS) orders or Selected Reserve mobilization/recall orders.** Refer to MILPERSMAN 1306-106 for information about OBLISERV in connection with a PCS transfer. Refer to reference (c) and the most recent Selective Reenlistment Bonus (SRB)

NAVADMIN message for information on Obligated Service to Train (OTT) program.

d. **To acquire necessary OBLISERV as authorized in Navy directives, NAVADMIN, and this manual (e.g., to HYT or FLTRES/RET date).** Agreements to extend an enlistment to qualify or apply for a specific program are not authorized unless authorized in respective directive.

(1) Members in receipt of an authorization for transfer to the Fleet Reserve may **not** extend their enlistment **more than 29 days beyond** approved Fleet Reserve date without specific approval from PERS-823.

(2) Members may not extend their enlistment **more than 29 days beyond** their High Year Tenure (HYT) date without specific approval from PERS-823. Sailors without an HYT waiver who are extended beyond HYT are to be separated at HYT vice EAOS as extended (see MILPERSMAN 1160-120). Extensions within 29 days of HYT do not require an HYT waiver. If NSIPS HYT flag prevents release of extension, Personnel Offices are to contact PERS-823.

## 6. Procedure for Executing Extension

a. To execute an extension, use NAVPERS 1070/621 (or automated equivalent), which shall be completed and signed, or prior to the date of expiration of enlistment **by the member and an official authorized per MILPERSMAN 1070-190** to accept the agreement on behalf of the Navy. Agreements entered into subsequent to the date of expiration of enlistment are without legal force and effect.

b. The following **information must be entered in the narrative section** of NAVPERS 1070/621 or NAVPERS 1070/622.

(1) **The reason** for the extension (e.g., "To extend to PRD").

(2) **The number** of extension of current enlistment/reenlistment (i.e., "This is my second extension").

(3) The following **terms of the extension**.

*"I understand that this extension becomes binding upon execution and may not thereafter be canceled except as provided in MILPERSMAN 1160-040."*

(4) **Acknowledgement of potential loss** of monetary benefits and the provisions of the SRB program per reference (d).

*"I have been informed of the provisions of the SRB program (OPNAVINST 1160.8) and how the execution of this extension of enlistment may affect my entitlement to monetary benefits for a subsequent reenlistment."*

7. **Physical Examination.** Qualification for continued service, either on Active Duty or in the Selected Reserve, should be based on the ability of a Service member to perform the functions of his or her rate, rank, or occupational specialty without physical or medical limitations. Per chapter 15 of reference (d), routine periodic physical examinations are no longer required for active duty personnel. Instead, the use of the Periodic Health Assessment, with guidance provided in reference (e), should be used to meet this goal.

8. **Canceling an Extension Agreement**

a. **An extension agreement is canceled by the Personnel Office** completing the cancellation section of NAVPERS 1070/621 or 622 and processing the corresponding NSIPS event.

b. **A valid extension of enlistment that has become operative is normally not canceled.** When an inappropriate extension becomes operative (i.e., the second extension is made operative before the first extension), refer the case to PERS-81.

c. **When a member reenlists, extensions are automatically canceled. The Personnel Office shall not take any action** on inoperative extensions upon reenlistment, including SRB and Critical Skill Retention Bonus (CSRB) reenlistments. Sailors must reenlist beyond the total aggregate months of all inoperative extensions.

d. **COs shall cancel agreements to extend enlistment, prior to operative date, for reasons listed below:**

(1) When a member, through no fault of their own, has **not received any of the benefits** (i.e., school, accelerated advancement, did not execute PCS orders, or enlistment bonus) for which the extension was executed by the day preceding the

operative date of the extension. Members whose extensions are canceled for this reason who desire to continue on active duty may simultaneously execute a new extension or reenlist per appropriate articles in this manual.

**(2) When the member is no longer recommended or eligible for reenlistment;** either because of failure to meet the minimum reenlistment or rating standards (to include loss of security clearance) or unsatisfactory performance of duty or conduct; and in the opinion of the CO, or the OIC; the member lacks career potential. A full statement of the facts shall be included in the NAVPERS 1070/613 service record entry with notation that member is not recommended or eligible for reenlistment. **Under this paragraph, the CO cannot cancel an extension that gained a significant benefit (e.g., enlistment bonus, accelerated advancement, 5/6-year obligator program (5YO/6YO), technical school, accompanied overseas tour) or has an approved Physical Fitness Assessment Separation Waiver without authority from PERS-81 (see paragraph 8e.)**

**(3) When a member attending school** on Temporary Additionally Duty (TAD) orders, through no fault of their own, is disenrolled. Cancellation and adjustment explained in paragraph 8f., or 8g. as applicable.

**e. When cancellation of an inoperative extension appears meritorious but the reason is not authorized in paragraphs 8d(1) or 8d(2) (i.e. , significant benefit resulted from the extension) forward with following documentation to PERS-81 for determination:**

- Related NAVPERS 1070/604 (Rev. 3-05), Enlisted Qualifications History;
- Related NAVPERS 1070/613, Administrative Remarks;
- Related NAVPERS 1070/621, Agreement to Extend Enlistment;
- Related NAVCRUIT 1133/52, Enlistment Guarantees

**f. OBLISERV of Six-year Obligor (6YO) Program disenrollees.** Refer to MILPESMAN 1510-030 and paragraph 8j.

**g. Cancellation or Adjustments of Extensions for school (other than 6YO).** COs of recruit training centers and service school commands are authorized to cancel or adjust extensions executed for school/5YO/scholastic program listed in the remarks section of the agreement to extend enlistment as follows:

(1) Students who, through no fault of their own, are disenrolled **prior to class convening date** shall have their extension canceled provided the extension did not qualify them for another benefit/bonus.

(2) Students who, through no fault of their own, are disenrolled **after class convening date** shall have their extension adjusted using the OBLISERV for schools chart in MILPERSMAN 1306-604, provided the extension did not qualify them for another benefit/bonus. Such adjustment hereafter will be referred to as payback. 5/6YO Sailors will have their extension adjusted using table in paragraph 8j.

(3) PERS-81 authorization is required for extension cancellation or adjustment for students who, through no fault of their own, on PCS funded orders, are disenrolled before or after class convening date, and do not have extension(s) cancelled or adjusted prior to transferring from schoolhouse.

**h. Definition of Instruction Received:**

(1) For regular students, it is a number of weeks of training actually completed.

(2) For accelerated students, it is the number of weeks of classroom seat time actually used at the time of disenrollment.

(3) For repeat, held-over, or temporarily disenrolled students, it is the number of syllabus weeks actually completed in the course.

(4) Partial weeks are not counted as weeks of instruction received.

**i. Payback Computation Table.** For non-5/6-year obligor members disenrolled, through no fault of their own, from single "A" or "C" service schools, or consecutive service schools, payback will be determined by using the OBLISERV for schools chart in MILPERSMAN 1306-604.

**j. Payback Computation Table (5/6YO Training Program Disenrollees).** This table is only to be used for 5/6YO students disenrolled from training for months of service obligation to be



incurred (payback) in return for training. If the table shows a requirement to serve a greater number of months than the original extension, then the original extension remains in effect. The member will execute a new Agreement to Extend Enlistment and/or Active Duty for a period that will provide the payback required for the number of weeks of received training in return for cancellation of the previous extension executed for training.

Instruction (Weeks)	Payback (Months)	Instruction (Weeks)	Payback (Months)
1	1	36	25
2	1	37	26
3	2	38	26
4	3	39	27
5	3	40	28
6	4	41	28
7	5	42	29
8	6	43	30
9	6	44	30
10	7	45	31
11	8	46	32
12	8	47	33
13	9	48	33
14	10	49	34
15	10	50	35
16	11	51	35
17	12	52	36
18	12	53	37
19	13	54	37
20	14	55	38
21	15	56	39
22	15	57	39
23	16	58	40
24	17	59	41
25	17	60	42
26	18	61	42
27	19	62	43
28	19	63	44
29	20	64	44
30	21	65	45
31	21	66	46
32	22	67	46
33	23	68	47
34	24	69	48
35	24		

k. **Administrative Procedures.** COs or Officers In Charge (OIC) will ensure that the new extension agreement is executed, the old extension agreement canceled, NAVPERS 1070/621 and/or NAVPERS 1070/622 page, and the following NAVPERS 1070/613 entry submitted per reference (a):

*"My active duty obligation remaining upon disenrollment from (school) has been explained to me per MILPERSMAN 1160-040. I understand that my active duty obligation has been set up as (EAOS date).*

\_\_\_\_\_  
*(Member's signature)*

\_\_\_\_\_  
*(Witnessing officer's signature)"*

**9. Circumstances in which COs do not have the authority to cancel a valid extension**

**a. COs will not cancel an agreement to extend enlistment under the following conditions:**

(1) Member is found not physically qualified and/or LIMDU is anticipated.

(2) A member is currently on LIMDU (ACC 105), provided member is physically qualified in all respects with exception of the diagnosis in the basic medical board report.

(3) A member is to be referred to a Physical Evaluation Board (PEB) for disability proceedings.

(4) Extension qualified the member for significant benefits as explained in paragraph 8.e.

(5) Extensions executed prior to a PTS disapproval. Members are to serve to their EAOS as extended, except when reasons in paragraph 8 apply.

(6) Extensions may not be canceled for failure to pay an enlistment bonus in a timely manner. When the oversight or delay of payment is identified, personnel officers are to promptly make the bonus payment, as extension cancellation is not an option.

b. When COs do not have authority to cancel extensions of enlistment and early release warrants consideration (e.g., within force shaping initiatives), the member may consider requesting early release from PERS-832.